

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1659

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Agency

MOTOR VEHICLE ADMINISTRATION

Division/Unit

Internal Auditing Division

| Item No. | Description | Retention |
|----------|-------------|-----------|
|----------|-------------|-----------|

Supersedes Schedule 1020, dated 6/24/85

1. AUDIT REPORTS FILE

Individual folders created for audit operations conducted by this office on various MVA divisions and those entities licensed by the Administration. A representative folder contains the original typed and signed audit report, supporting work papers which include schedules of items and relating exhibits examined, copies of items (exhibits) meriting specific mention in the report, evidence used to support future action by MVA transmittal letters, and replies to the report. These audit reports are reviewed by the Legislative Auditors in conjunction with periodic examinations of MVA.

Retain for three (3) years, and until completion of all audit requirements, then destroy.

2. DEPARTMENT OF TRANSPORTATION  
BI-WEEKLY TIME REPORT

Yellow copies of timesheets that are sent to State Highway Administration. These copies are not the originals but are the only copies showing the hours the employee worked.

Retain in office for three (3) years, then destroy.

Schedule Approved by Department, Agency,  
or Division Representative.

Date

Signature Licinio R. Valino

Typed Name Licinio R. Valino

Title Director, Internal Auditing

Schedule Authorized by State Archivist

Date

Signature [Signature]